



Internship Assignment

Transparency Division Systems and Tools Unit

Application deadline	Announcement number	Expected start date	Duration of assignment	Modality
15 June 2026	26/Intern21/T/Systems and tools unit	July 2026	Three to six months	In-person and/or Remote

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol, and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining issues of our time.

The transparency division supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a climate data hub, which includes data and information management and analysis.

The internship is located in the Systems and Tools Unit of the Information Hub, Data, Systems & Tools Subdivision and reports to the Team Lead, P-4. The overall purpose of this subdivision is to provide overall coordination of all information technology (IT) related activities for the entire Transparency division, including the maintenance and enhancement of tools and data services for the MRV system and the ETF. In addition, it acts as the information hub and centralizes transparency information collection and analysis across the secretariat, including by providing policy briefs. It also provides overall coordination of negotiations on data issues and supporting negotiations on MRV and ETF aspects.

The **Information Hub, Data, Systems & Tools Subdivision** consists of three units:

1. Information Hub, Data and Information Management unit
2. Systems and Tools unit
3. Tracking and recognition unit

Objectives of the internship

Under the direct supervision of the team lead, this assignment is designed to provide the intern with an opportunity to gain experience in development, enhancement and operation of user-centric tools and data services that empower stakeholders to report, review, analyse and access authoritative climate data and information, through the following tasks:



- Contribute to the development, enhancement, and day to day operation of transparency related tools and data services, including ETF reporting tools, review and analysis tools, NAZCA and the Climate Data Hub.
- Support the collection and documentation of business requirements, preparation of technical specifications, and maintenance of documentation for new and existing tools and data services.
- Assist in the preparation of test cases, conduct various testing (e.g. User Acceptance Test, End-to-End test, Periodic check), document identified issues, and support their resolution.
- Provide user and technical support and facilitate the collection of feedback from relevant stakeholders.
- Support the exploration and application of advanced data analytics and artificial intelligence technologies to improve data collection, quality assurance, data management, user oriented analytics, and workflow automation.
- Assist in validating and analyzing information and data on greenhouse gas emissions, nationally determined contributions (NDCs), financial, technological and capacity building support reported by Parties, and climate actions reported by non-Party stakeholders.
- Contribute to the preparation of statistical data, analytical insights, tools, and dashboards for mandated reports, review processes, and data services.
- Conduct independent research on relevant background materials and current practices within the Transparency division related to the maintenance and enhancement of tools and data services.
- Support the identification and implementation of innovative approaches to enhance the use and visibility of transparency related tools and data services among internal and external users of the secretariat.
- Perform other job related duties as required to support the objectives of the Transparency division and secretariat wide mandates.

In addition, upon completion of the internship, the intern will have been able to contribute to support other units to conduct effective and efficient technical expert reviews of national reports as well as multilateral processes and negotiations on climate actions and transparency, support targeted communication, outreach and capacity-building efforts to promote the use and visibility of the transparency-related tools and data services.

Timeframe

The internship is for a period of three to six months. The exact dates will be determined based on the availability of the selected candidate, the organizational needs and for on-site assignments, the time approved in the internship permit. The assignment could be extended up to a maximum of six months. The selected candidate will be expected to perform the assignment onsite at the UNFCCC premises in Bonn, Germany or as combination of both (on-site and remote) or remotely complying with the IT requirements mentioned below.



For assignments with time on site: *The selected candidate might require a permit to perform the internship in Bonn. This could limit the time on-site to a maximum of 3 months in some cases and could entail carrying out part of the internship remotely. Thus, any selected candidate shall take this in consideration when applying. Also, they are expected to comply with the IT requirements mentioned below.*

Requirements

Applicants must, at the time of application and for the entire duration of the internship, meet one of the following requirements: 1) Be enrolled in a graduate school programme (second university degree or equivalent, or higher, such as a PhD) at a recognized university; or 2) Be enrolled in the final academic year of a first university degree programme (minimum bachelor's level or equivalent) at a recognized university.

- University studies shall be in the field of Computer science or engineering, Data Science, Artificial Intelligence or Machine learning, Information Systems, Software engineering, or a related field.
- Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.
- Basic to intermediate knowledge (or strong interest) of information systems, web-based applications, and data platforms, preferably supporting reporting, review, or analytical processes.
- Familiarity (or strong interest) with relevant tools and techniques (such as Python or R) for data analysis, handling and automation.
- Ability (or strong interest) to work with structured and semi-structured data (CSV, Excel, JSON, APIs).
- Ability (or strong interest) to support requirements gathering, technical documentation, and functional specifications for digital tools or data services.
- Basic to intermediate ability (or strong interest) in creating clear and meaningful visualizations and dashboards using tools such as Python, Power BI, Tableau or similar.
- Basic to intermediate understanding (or strong interest) of machine learning concepts, generative AI and large language models.
- Awareness of, (or strong interest in), applying advanced analytics and artificial intelligence to data quality checks, reporting automation, analytics or decision support using tools such as Microsoft Copilot and Co-pilot studio.
- Proficiency in standard office and collaboration tools (e.g. word processing, spreadsheets, presentations) for documentation and reporting.

IT requirements (mandatory in all postings)

For any internship with a remote component, i.e. outside of Bonn, the selected candidate will require a **laptop or desktop PC** (with Windows 10 or newer) or **Mac** (with the latest macOS update), as well as a **reliable, high-speed internet** connection. An Office 365 license will be provided by UNFCCC to enable the interne to access official emails, SharePoint, OneDrive, and other necessary applications, such as Word and Excel.



Further computer requirements:

- An antivirus application which receives regular updates;
- Browsers must be a newer version with regular updates enabled;
- Regular Windows 10 updates should be enabled with a Windows laptop or PC.

In addition, a **mobile phone** will be required to enable Multifactor Authentication (MFA) through SMS or the Authenticator App.

Internship conditions

UNFCCC secretariat internships are not remunerated, and the selected intern will be responsible for all costs associated with the internship assignment including medical insurance. Interns of the UNFCCC secretariat are not staff members. The selected intern will support **on a full-time basis** (40 hours per week).

For more detailed information about UNFCCC Internship programme please visit the internship section on our recruitment [webpage](#).

Application procedure

Applicants who are interested in this assignment and meet the minimum requirements must use the [on-line application system](#), **include a cover letter and attach the necessary documents to evidence they are eligible**. Due to the high number of applications, only candidates under serious consideration will be contacted for assessment.